

## WorkKeys test taking tips

- There is no need to study or “cram” for WorkKeys assessments
- Bring a calculator for the Applied Mathematics assessment
- Listen to and read the directions for each test carefully
- Read each question carefully
- Be sure you understand what each question is asking
- Budget your time so you will be able to complete each test in the allotted time
- Answer the easy questions first
- Use logic in more difficult questions
- Answer every question because there is no penalty for guessing
- Review your work
- Take advantage of any break times to walk around a bit, relax, clear your head, and come back motivated to do your best on the next assessment

Sample test questions and practice tests are available at [www.workkeys.com](http://www.workkeys.com).



## Additional score report orders

You can order additional score reports from ACT online at [www.act.org/workkeys/asr/index.html](http://www.act.org/workkeys/asr/index.html). You will need to supply your name, the ID number you used when testing (usually a Social Security number, student ID, or employee ID), and the month and day of your birth.

## How to find out more

WorkKeys is developed by ACT, an international leader in educational testing and workforce development services for more than 40 years, best known for the ACT Assessment® college entrance exam. Thousands of companies and schools across the United States and internationally use WorkKeys.

For more information about WorkKeys, visit the ACT website at [www.workkeys.com](http://www.workkeys.com) or contact your counselor, advisor, or WorkKeys site administrator.



# WorkKeys®



## Job Skills Assessments for Adults



## What is WorkKeys®?

WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education. When you use WorkKeys to show you are ready for work, you have an advantage with employers who accept or require job applicants to have WorkKeys scores. A growing number of states nationwide also are adopting WorkKeys to ensure that all their workers have needed skills.

## What you need to know

WorkKeys assessments are not like other tests. WorkKeys helps you get a better idea about your readiness for the workforce and helps employers select the most qualified candidates for their jobs.

WorkKeys shows how well prepared you are for specific jobs and careers. Assessment questions are based on problems and situations in the everyday work world. You should try to do your best on the assessments to get the most accurate picture of your workforce skills. And, you may find employers in your community who will ask for your scores during an interview.



## Benefits for individuals

- Shows prospective employers concrete proof of the skills you have achieved
- Enables you to rank above other job applicants who do not have needed skills
- Gives you documentation of the skills achieved
- Builds confidence that your skills meet the needs of local employers
- Helps you find jobs that fit your skills and interests
- Helps you determine skill improvement and training needs
- Improves your opportunities for career changes and advancement

## The importance of work readiness

If you want to be adequately prepared for the workforce, you need to understand the requirements for jobs you are considering. WorkKeys helps you determine the skill levels for various jobs. The chart below shows information for three of the more than 13,000 job profiles in the WorkKeys database.

Occupation	Production Laborers	Nursing Aides, Orderlies, and Attendants	Data Entry Keyers
<b>WorkKeys Skill Levels</b>			
<i>Applied Mathematics</i>	3 4 5 6 7	3 4 5 6 7	3 4 5 6 7
<i>Reading for Information</i>	3 4 5 6 7	3 4 5 6 7	3 4 5 6 7
<i>Locating Information</i>	3 4 5 6	3 4 5 6	3 4 5 6



## How WorkKeys can work for you

- Identify your career or job interests
- Ask your advisor, counselor, or site administrator to show you the WorkKeys skill levels for jobs you are interested in
- Take the Readiness test if it is recommended
- Have your advisor, counselor, or site administrator tell you which WorkKeys tests you need to take
- Practice taking the WorkKeys tests online at **[www.workkeys.com](http://www.workkeys.com)**
- Receive training if your practice test scores suggest you have skill gaps
- Take the regular WorkKeys assessments
- Pick up score reports from your test site
- Attach your score reports to your resume
- Share your WorkKeys scores with prospective employers